

Conflict of Interest Code
of the

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Commissioners and Executive Director and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

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EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the Cities of Burbank, Glendale and Pasadena or within two miles of any land owned or used by the Airport Authority including the Burbank-Glendale-Pasadena Airport.

CATEGORY 2

Persons in this category shall disclose all income (including gifts, loans and travel payments) from and investments and business positions in businesses of a type that provide, manufacture or sell services, supplies, provisions or other property of a type utilized by the agency.

CATEGORY 3

Persons in this category shall disclose all business positions, income (including gifts, loans and travel payments) from and investments in businesses that utilize, lease, or rent airport facilities or properties.

CATEGORY 4

Persons in this category shall disclose all income (including gifts, loans and travel payments) from any Burbank-Glendale-Pasadena Airport Authority employee, any representative or association of such employee; and business positions or income from an entity owned or controlled by such employees or his/her spouse or other financial dependent.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Executive Director/Assistant Secretary or his or her designee of the agency. (See footnote for clarification.)

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EXHIBIT “B”

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Commissioners	1, 2, 3, 4
Executive Director/Assistant Secretary	1, 2, 3, 4
Senior Deputy Executive Director	1, 2, 3, 4
Deputy Executive Director, Finance and Administration	1, 2, 3
Deputy Executive Director, Engineering, Operations, Maintenance and Airline Relations	1, 2, 3
Director of Human Resources	4
Director of Engineering & Planning	1, 2, 3
Director of Public Safety	2
Director of Transportation, Noise and Environmental Programs	1, 2, 3
Director of Financial Services	2
Director of Business, Property and Administrative Services	1, 2, 3
Director of Operations	1, 2, 3
Director, Information and Communication Technology	2
Manager, Purchasing	2
Consultants/New Positions*	5

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EXHIBIT “B” (Cont’d)

* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director/Assistant Secretary or his or her designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director/Assistant Secretary or his or her designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE DATE: 10-07-2015